

**Somers Library Board of Trustees  
PO Box 443  
Somers, New York 10589**

**MEETING MINUTES  
April 17, 2019**

President Hasl called the meeting to order at 7:35 p.m.

The members present were: Ian Carnow, Jim Hasl, Laura Parisi, Ann Westerman, and Christine Williamson-Canavan.

Friends of the Somers Library Board member Joanne Galvin was also present.

**Approval of Minutes**

A motion was made by Mrs. Westerman and seconded by Mrs. Parisi to approve the March 20, 2019 meeting minutes as submitted. All were in favor.

**Announcements and Correspondences**

There were no Announcements and Correspondences this month.

**Public Comment**

There was no Public Comment this evening.

**Treasurer's Report**

The Treasurer's Report was presented. Copies of the Abstract of Audited Vouchers #4, and Somers Library Vouchers were distributed. Mrs. Westerman made a motion to approve the Abstract of Audited Vouchers #4, dated April 17, 2019 in the amount of \$75,205.81, which included voucher numbers 96345 to 96380. The motion was seconded by Mrs. Williamson-Canavan. All were in favor.

The contractual amount spent this past month was \$19,503.56. The largest expenditures were: Almeida Oil (heating oil) \$4,728; Baker & Taylor Books (books) \$3,333; and Integrated Maintenance Solutions (cleaning) \$2,423. Payroll and benefit charges were \$53,827.25. Total Library spending for all accounts was \$75,205.81.

\$1,875.00 was spent out of the Gift Fund for programs. \$20.00 was deposited and interest incurred of \$5.14.

On June 1, 2018, the Town of Somers transferred \$300,000 from the Somers Library General Account at Chase Bank to a Town of Somers Finance Department Account at Signature Bank at an interest rate of 1.11%. As of April 3, 2019, the carry forward was \$229,180.85 (\$227,425.16 at NY Class and \$1,755.69 at Signature) as per Carolyn Brush in the Finance Department. \$75,000 was transferred to the Somers Library General Fund and used for expenses.

On January 3, 2019, the Town of Somers transferred \$137,200 from the Somers Library Gift Fund Account at Chase Bank to a Town of Somers Finance Department Account/NY Class Readers Digest at a NY Class. The interest for February was \$267.62. The total is \$137,952.31.

## **Director's Report**

### **STATISTICS:**

The Adult department had 1,233 reference transactions this month and hosted 32 programs with a total attendance of 520 people.

The Children's department had 925 reference transactions this month and hosted 32 programs with a total attendance of 560 people.

The Young Adult department hosted 17 programs with an attendance of 115 people.

The Somers Library loaned 10,969 items this month, 1,770 electronic items were loaned, and there were 277 uses of the public computers. Niche Academy has been used 25 times this month. 739 people connected to the wireless network.

14,217 people visited the Library this month as counted by the door counter. The program and conference rooms were used 15 times by outside groups.

### **PERSONNEL:**

Shane Aiello will be opening the Library for the Board of Elections in June, September, and November. He also assisted with the Westchester County Mobile Shredder in March.

Vicki DiSanto is a member of the Somers Superintendent's Pulse Coalition, which met on March 8.

Mrs. DiSanto and Beth Levine attended WLS instructional programs on Evergreen.

### **BUILDING:**

There have been continued issues with the HVAC system during March and April. The reading room and basement both had the same runaway heating problem as in the winter, with the temperature in the rooms reaching 85 degrees. Currently the air handlers for those rooms have been shut off.

NYSEG will be coming to the Library during the week of April 21<sup>st</sup> to upgrade existing lighting in the main area of the Library. This will assist in improving energy efficiency, and was spearheaded by the Town of Somers.

The architects have surveyed the Library to do field verification of the Library and are in process of completing the new existing conditions drawings. The results of the analysis of the Library's existing HVAC system has not yet been received, but should help clarify

the cause of the HVAC problems.

### **MISCELLANEOUS:**

The Opengate folks are continuing to meet on Wednesdays under the leadership of Ms. Levine.

Ms. Levine is also doing a Monday Opengate book, songs, and craft program.

Story Time and Crafts (books, history, stories, fun, and crafts) with Doris Jane Smith is a four-part series of programs that began in February and ends on April 30.

Mrs. DiSanto and Ms. Levine installed 11 shelves in the DVD and CD Audiobook section.

The Juvenile Kits with book and CD are now housed under the children's bulletin board with their CDs in back of book and a special sticker 'Listen to Reading'.

Tara Ferretti has undertaken a major collection development project. Since there is space at the end of the Adult Fiction, she has moved the collection back to make room for another aisle of the large print books (where the beginning of Fiction is currently). She needed to prep by doing a small weed of the Adult Fiction, and created temporary signage until the permanent signs are needed.

Mrs. Ferretti has also created the following brochures for the patrons: ALA Notable Books 2018, NYT Notable Books 2018, and Spur Awards 2019.

Problems continue to be experienced with the new ILS software, but WLS has been working to eliminate them as quickly as they can. The Library is currently sending email blasts to the patrons to keep them informed.

### **OLD BUSINESS**

**State Annual Report** – Mr. Farber has completed the State Annual Report which was reviewed and approved by WLS. There have been no significant changes since last year. Copies have been issued to the Board and the Report will be approved at the May meeting.

**414 Funding Model** – Mrs. Williamson-Canavan shared and discussed the information she has continued to gather about a 414 Funding Model. An update will be given at the May meeting.

### **NEW BUSINESS**

There was no New Business this evening.

The meeting was adjourned at 9:00 p.m. The Trustees will meet next on Wednesday, May 15<sup>th</sup> at 7:30 p.m. in the Library.

Respectfully submitted,

Denise Schirmer, Secretary  
Somers Library Board of Trustees

cc: Library Board of Trustees  
Town Board  
Town Clerk  
Director of Finance